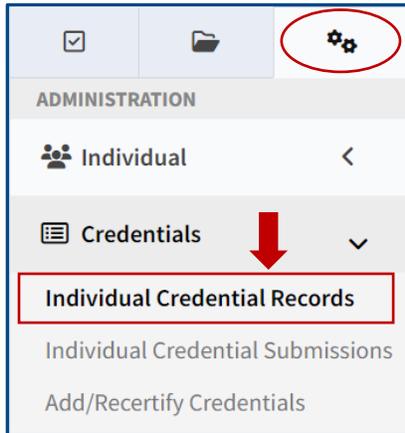


Article 8: How does an Admin Review Individual Credential Submissions

How does an Admin Review Individual Credential Submissions

There are two ways to review individual credential submissions; you can review submissions within an individual's profile, or you can navigate to the Individual Credential Submissions dashboard.

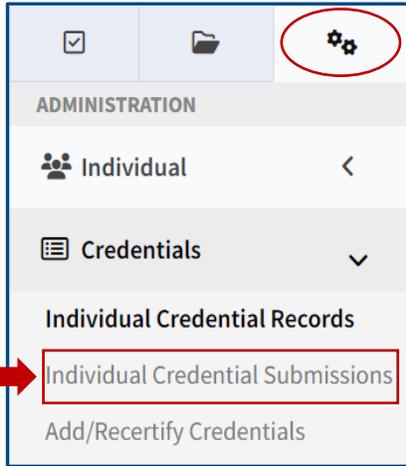


1. To review a credential submission within an employee's profile, click the **gear icon** in the left side panel. Expand Credentials and click **Individual Credential Records**.
2. Select the employee for whom you want to review their credentials. Here you can review pending and existing credentials.

A screenshot of the 'Individual Credential Records' dashboard. At the top left is a green checkmark icon and the title 'Credentials' with the subtitle 'These credentials are on the individual's record.' and a '+ Add New' button. Below this are filter options: 'Status:' with a dropdown set to 'All', 'Versions:' with a dropdown set to 'Current', and an unchecked checkbox for 'Include Not Maintained'. There are 'Filter' and 'Reset Filters' buttons. Below the filters is an 'Add/Edit Documents' button. The main content is a table with columns: Credential, Activation, Expiration, Number, Reference, Maintained, and Document. There are two rows of data. The first row is for 'Alabama: EMT' with activation '7/31/2024' and expiration '7/30/2024', number '12345678', and 'Yes' in the 'Maintained' column. The second row is for 'Alabama: RN' with activation '7/31/2024' and expiration '8/15/2024', number '12345678-A', and 'Yes' in the 'Maintained' column. At the bottom right is a 'Generate PDF of Attached Documents' button.

	Credential	Activation	Expiration	Number	Reference	Maintained	Document
Select Recertify	Alabama: EMT	7/31/2024	7/30/2024	12345678		Yes	
Select Recertify	Alabama: RN	7/31/2024	8/15/2024	12345678-A		Yes	

To review a credential submission within the individual Credential Submissions dashboard:



- 1) Click the **gear icon** in the left side panel. Expand Credentials and click **Individual Credential Submissions**. The **Individual Credential Submissions** dashboard will show you both Pending and Completed Credential Submissions.
- 2) Click **“review”** next to the pending submission. In Credential Details, you can open the attached document by clicking on the PDF icon.
- 3) Confirm that the attached document is legible, valid, and the information provided matches the information on the document.

You can send a message to the individual regarding the submission in the **Communications** section. You will use the buttons at the top right to **Deny** or **Approve** a submission.



Note: If you deny a submission, you must enter a reason for denial. If the credential was denied, the employee will receive a notification with the reason for denial. Once the employee resubmits the credential, it will automatically move back to the **Pending Credential Submissions** section.

Pending Credential Submissions
These credentials are awaiting administrative approval. Once an admin approves a credential, it'll be added to the individual's credential record.

Individual	Credential	Activation	Expiration	Number	Document	Unread Communication	Submitted By	Submitted
Crew, Han	BLS/CPR (Basic Life Support/Cardiopulmonary Resuscitation)	8/5/2024	8/5/2025	1234			Han Crew	8/5/2024

Completed Credential Submissions

Status: All Individual: All Submitted By: All Date Submitted: July 30, 2024 - August 05, 2024

Individual	Credential	Activation	Expiration	Number	Document	Unread Communication	Submitted By	Submitted	Reviewed By	Status
Testapolis, John	Alabama: EMT	8/2/2024	2/27/2025	T3425ace			Aaron Kaszian	8/2/2024	System	Approved
Coolidge, Calvin	Alabama: EMT	7/31/2024	11/7/2024	TestCert23162			Aaron Kaszian	7/31/2024	System	Approved
Coolidge, Calvin	Alabama: EMR (Emergency Medical Responder)	7/31/2024	2/27/2025	T34253523			Aaron Kaszian	7/31/2024	System	Approved
Dogg, Snoop	Alabama: RN	7/31/2024	8/14/2024	12345678-A			Carlos Molina	7/31/2024	System	Approved
Dogg, Snoop	Alabama: EMT	7/31/2024	7/30/2025	12345678-Q			Carlos Molina	7/31/2024	System	Approved